

UNITED STATES CIVIL SERVICE COMMISSION
Office of the Executive Director
Interagency Advisory Group
1900 E Street, N.W.
Washington, D.C. 20415

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Minutes of the Committee on
Development and Training

October 25, 1974

The meeting was chaired by James R. Beck, Jr., Director, Bureau of Training. The purpose of the meeting was to review the progress of the Standing Committees and to discuss some Bureau of Training project activities that will have an impact on the Federal Training Community. Mr. Beck introduced Dr. Charles Fotis, Chairman of the Steering Committee who asked each Standing Committee Chairman to restate their activities for the Fiscal Year.

Chuck Fotis asked the members to look at the Fiscal Year 1975 project activities and identify staff members to work on one or more of the Standing Committees. A form for reporting the names was distributed which is to be forwarded to Chuck Fotis by November 8, 1974.

Mr. Beck introduced Mr. James Bogan, Assistant Director, Bureau of Training. Jim noted that interest has been expressed by the Bureau and agencies as to the number of BT activities which interrelate between the Interagency Advisory Group and agencies. One specific area is that of Management by Objectives. Jim's staff will be working with the Clearinghouse Standing Committee and also making telephone contacts to agencies to obtain information and materials on MBO that can be shared among agencies.

Dick Indelicato, Director, Office of Agency Assistance and Resource Coordination, Training Leadership Division, distributed a draft of the Question and Answer Pamphlet on Training for Upward Mobility. Dick asked Agency Training Directors for their comments and suggestions by November 8, 1974.

Mr. Beck next introduced Chet Wright, Director, Office of Policy, Plans and Systems, Training Leadership Division, who shared with the members of the Committee what his staff is doing on the Employee Development Specialist Effectiveness Study. The purpose of the project is to accurately define the role of the Employee Development Specialist and to assure that all Employee Development Specialists have access to the experience necessary to develop and maintain the skills required for successful performance of their duties.

By the end of 1974, a list of skill and knowledge requirements in the form of job elements will be issued as a first step. Presently, 96 job elements have been identified as being crucial to carrying out the Employee Development Specialist function. The training community will be contacted and asked to review this list and rate each element to determine a rank ordering. Ted Weinstein asked that this project be accelerated to meet more immediate agency needs.

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Mr. Beck acknowledged the close alliance and participation that the Bureau of Executive Manpower and the Bureau of Intergovernmental Personnel Programs have with the IAG Committee on Development and Training. Mr. Beck asked Bede Bender (BEM) to report the status of 412-2. Bede noted that a bulletin will soon be going out to agencies requesting information on how 412-2 is being implemented by agencies. Mr. Beck expressed some concern that agencies are sending participants to the Federal Executive Institute and the Executive Seminar Centers who do not meet criteria for attendance. Pat Glott handed out a copy of the proposed issuance on the Annual Report of Training Activities, Fiscal Year 1975. The members raised objections to some of the reporting requirements in light of the Central Personnel Data File (CPDF). The reporting requirements are being substantially reduced and a revised FPM bulletin will be distributed shortly.

Bob Lovegren, Department of the Interior, asked about the standard training form. Paul Mink assured Bob and members that his Standing Committee was on target and that the form was being printed as a single copy form, five copy form and ten-part copy form.

Chuck Fotis asked the members to submit suggested agenda items on the same form that will be used in reporting staff members for Standing Committees.

The next meeting of the Committee has been set for December 13, 1974.

ATTENDANCE

Beck, James R. (Chairman) (CSC)
Arundel, Kevin F. (HEW)
Berne, Ellis (Navy)
Black, Raymond (HUD)
Broida, Judi (FHLBB)
Butler, John (GSA)
deLauder, Jane (Commerce)
Eichhorn, Edward C. (SSS)
Fotis, Charles W. (DoD)
Gerstle, Joel B. (GSA)
Hermes, J. Gordon (Justice)
Holscher, Linda (USDA)
Hotz, Michael (FCA)
Joseph, Clay (OSD)
Kohls, Robert (WSIA)
Love, Thomasenia C. (EEOC)
Lovegren, Robert R. (Interior)
Manear, Edward (FMC)
McCarthy, Robert (VA)
Meisinger, Jack A. (HEW)
Meltler, Stephen J. (Treasury)
Mink, Paul (FEA)
Perry, William R. (Air Force)
Renninger, John (NLRB)
Saunders, Lacy (Army)

Slca, Dave (VA)
Stimson, Lloyd (USDA)
Storey, Robert C. (Labor)
Thompson, Philip D. (FPC)
Walker, James (DCA)
Weinstein, Theodore J. (DSA)
Wingrove, James (NCUA)
Wrin, Robert (AID)